

# GRADUATE ASSISTANTSHIP APPLICATION

MORRIS UNIVERSITY CENTER/ OFFICE OF THE DIRECTOR  
SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE  
CAMPUS BOX 1067, ROOM #1012  
EDWARDSVILLE, IL 62026

Submitting this form does not indicate a vacancy for a graduate assistantship is currently available in the Morris University Center's Administration Office or you will be awarded an assistantship when one becomes available. Further, we cannot grant an assistantship unless you have already been accepted as a graduate student at Southern Illinois University Edwardsville. Continuance of a graduate assistantship requires you remain in a graduate degree program.

Please answer **ALL** questions, and type or print **legibly**. Complete this form, and return it to the address listed above.

**POSITION DUTIES OF INTEREST** (Check All That Apply):  Night Manager  
 Marketing Assistant  
 Scheduling Assistant

1. Title:  Mr.  Mrs.  Miss

2. Full Name (Please **DO NOT** Use Initials): \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

3. University ID # (800#): \_\_\_\_\_

4. Current/Local Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

5. SIUE Email Address: \_\_\_\_\_ Other Email Address: \_\_\_\_\_

6. Home Phone (Local): ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

7. Academic and Professional Training at College or University Level:

Institution	Dates	Degree	Major(s)	Minor(s)
	Started: Completed:			
	Started: Completed:			
	Started: Completed:			

8. Are you currently accepted into a graduate program?  Yes  No

Masters Program of Study: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_ (Month) \_\_\_\_\_ (Year)

9. What is your career goal, as you perceive it at the present time? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Please describe any experience you have had in planning activities or promotional events.  
\_\_\_\_\_  
\_\_\_\_\_

11. Describe other previous work experiences as they relate to the assistantship for which you are applying.

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12. Please describe your writing experience that would assist in the development of publications copy and press releases. (ATTACH SAMPLES)

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13. What computer hardware and software do you have experience operating?

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14. Do you have any time restraints with regard to evening and/or weekend work schedules?

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15. References (AT LEAST ONE PREVIOUS OR CURRENT EMPLOYER):

Name	Address	Phone #	Business/Occupation
		( )	
		( )	
		( )	

**Attachments**

Please attach ALL of the following supporting documents:

- 1) Current Resume
- 2) Current Semester Class Schedule
- 3) Next Semester Class Schedule (If Available)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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***Personal Information***

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Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle initial: \_\_\_\_\_

Student ID number: \_\_\_\_\_ Eligible to Work in the US: (yes) \_\_\_\_\_ (no) \_\_\_\_\_

Mailing address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ zip: \_\_\_\_\_

Email address: \_\_\_\_\_ phone: \_\_\_\_\_

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***Applicant Data***

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Hiring unit to which you are applying: \_\_\_\_\_

Graduate assistantship bulletin number: \_\_\_\_\_

Degree program: \_\_\_\_\_ Grade point average: \_\_\_\_\_

**Refer to the specific Graduate Assistantship Bulletin  
for additional application instructions and requirements.**

-----detach-----

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***Optional Data***

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This information is solely for statistical reporting requirements only and shall not be considered in regard to your application for this position.  
(Check one)

GENDER:

- Male  
 Female

ETHNICITY:

- African-American  
 American Indian/Native Alaskan  
 Asian/Pacific Islander/Indian Subcontinent  
 Caucasian  
 Hispanic  
 Other \_\_\_\_\_

**COUNTRY OF CITIZENSHIP (if other than United States):** \_\_\_\_\_

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Southern Illinois University Edwardsville is an equal opportunity employer and does not discriminate against any person on the basis of race, age, sex, religion, national origin, disability, marital status, sexual orientation, or veteran status in violation of Title VII. All interested persons are encouraged to apply.

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I certify that the above information is correct.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_